

**COMMUNITY BASE
DEVELOPMENT PLAN
APRIL 2009 TO MARCH 2014**



A home for community and voluntary groups in Brighton and Hove
www.communitybase.org

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Community Base is a charity providing a home for community and voluntary groups in Brighton and Hove. Our seven floor building in central Brighton offers these groups affordable, accessible office space, meeting rooms and other facilities and services. Community Base owns its own building, using income from affordable rent and services to repay a mortgage and meet our running costs.

The friendly, supportive environment provided by Community Base helps a wide range of not-for-profit, non-governmental organisations work together, share their expertise and provide much needed services. The diversity of these services reflects the variety of local need – groups are involved with homeless people, people with learning disabilities, bereaved people, carers, volunteers, refugees, community activists, travellers and many others. Thousands of people are offered real help by groups at Community Base every year.

Community Base offers support to local community and voluntary groups whether they licence space with us or not. We also publish an annual poster *Guide to Community Base and other services in Brighton and Hove* and run three online information services - *Brighton and Hove volunteer search* which helps people find volunteering opportunities with local community and voluntary groups, *Brighton and Hove service search* which helps people access local community services and *Brighton and Hove venue search* which helps people find local venues for hire.

Community Base is a truly multicultural community centre, providing a home to groups offering real help to local black and minority ethnic communities alongside groups providing services to the wider community. We hold occasional events such as open days, working lunches and refugee week meetings to discuss community issues and promote the work of the local community and voluntary sector.

This is our third five year development plan. It was written by Community Base trustees and staff after consultation with groups licencing space at Community Base and others. It outlines Community Base's achievements to date and our plans for the five years from April 2009 to March 2014. In these five years we will

- continue to provide high quality affordable accommodation and services to local community and voluntary groups
- improve the building we occupy within the financial constraints imposed on us
- ensure the long-term financial viability of our charity in order to sustain our services
- reduce the carbon footprint of our activities as far as possible
- develop our services in response to local need
- work with others to promote positive community and voluntary action
- defend the existence of a strong, independent and diverse community and voluntary sector as an essential element of a democratic society.

OUR EARLY YEARS

By March 2004 we had transformed our building from a rundown office block into a thriving community centre offering a home to dozens of local charities and community groups

The idea of buying a building in Brighton and Hove to provide accommodation and services for local community and voluntary groups first came into being in 1993. A group of individuals involved with the local voluntary sector and local government identified the need for such a building and decided to proceed with the formation of Community Base as a company and a charity.

Community Base was incorporated as a private limited company in 1995 and registered as a charity in 1996. The memorandum of association of Community Base described the company's object as promoting

any charitable purpose for the benefit of the inhabitants of Sussex and beyond without distinction of sex, race, disability, sexuality or political, religious or other convictions by the provision of accommodation and equipment and services to charities and voluntary organisations engaged in the furthering of charitable purposes.

In April 1997 Community Base was established in what had been Eagle Star House, a seven floor insurance office in central Brighton with approximately 20,000 square feet of rentable space, a reception area, a large meeting room and an internal car park. Community and voluntary groups started moving into Community Base in June 1997 and within a year the building was fully occupied. The building was initially occupied under licence with the freehold being bought in March 1998 for £700,000.

The purchase of the freehold and the building's initial refurbishment between 1997 and 1999 was financed from a mixture of grants, loans and revenue income. During this time we received grants of £191,000 from the Single Regeneration Budget, £120,000 from the Tudor

Trust, £30,000 from the Lankelly Foundation, £15,000 from the Esmee Fairbairn Charitable Trust and £4,000 from Brighton and Hove Council and borrowed £400,000 from the Nationwide Building Society over 35 years and £57,000 from Brighton and Hove Council for Voluntary Service over five years.

In 2001 we received a grant of £245,365 from the Community Fund towards a new roof and external repairs to our building and a grant of £20,000 from the Tudor Trust towards refurbishment. Having initially charged groups £8 per square foot per year inclusive of services to rent space at Community Base, we increased this to £10 in 2002 and £12 in 2004 to finance improvements to our building, increased loan repayments and increased running costs.

In 2002 we increased our loan from the Nationwide by £450,000, repaying our £57,000 loan from Brighton and Hove Council for Voluntary Service and using the rest to improve our property. In 2003 we increased our Nationwide loan by another £225,000 to finance further refurbishment. By March 2004 we had one loan outstanding, from the Nationwide, of £1,035,000.

By March 2004 we had transformed our building from a rundown office block into a thriving community centre offering a home to dozens of local charities and community groups. We did this by

- partitioning the building and decorating all communal areas
- installing a phone system, storage heating, signage and an access card system
- replacing our roof, repairing our external walls and installing new lifts
- installing new toilets throughout the building, some wheelchair accessible and some with baby changing facilities
- creating a cycle room, a coffee room and kitchens
- improving wheelchair access throughout the building
- establishing recycling facilities for paper, cardboard, glass, aluminium and plastic
- improving our reception facilities
- installing a landmark banner installation at the front of our building
- providing all groups with free broadband internet access
- making a high volume photocopier and post franking machine available to licencees.
- creating the South Wing, a suite of meeting rooms comprising a fifth floor conference room with beautiful views over Brighton and two smaller meeting rooms which we hire to community and voluntary groups whether they licenced space with us or not.

From the beginning, we were keen to encourage a culture of mutual support amongst groups at Community Base. By March 2004 we had published handbooks and newsletters for people working at Community Base, set up an email group for quick and easy communication between everyone in the building, organised xmas parties and other social events, started a weekly lunchtime yoga session and established regular meetings between groups and the Community Base director. We held our first open days, where groups opened their doors to the public and each other, in January 2000, April 2002 and January 2004.

Our reception has always been at the heart of Community Base, providing a central contact point for visitors and everyone working in the building. As a result of our central location and our work raising Community Base's profile in the local community, we soon found our reception being used as an enquiry point by a wide range of people in need of help.

In January 2000 we published our first annual *Guide to Community Base* listing the community and voluntary groups in our building. In January 2004, in response to demand from people visiting our reception and the lack of any existing guide, we expanded our guide to include listings of helplines and basic local services such as health centres, housing agencies and employment services.

In 2002 we published *The Community Base guide to rooms for hire in Brighton and Hove*, a free 60 page guide to local venues based on a much valued resource centre publication that was by then out of print. At the same time we published an online, searchable version of the information in this guide on our website as *Brighton and Hove venue search*, a free information service we still maintain.

OUR ACHIEVEMENTS OVER THE LAST FIVE YEARS

Over the last five years we have significantly improved the environment people experience at Community Base while making our building more sustainable

Between April 2004 and March 2009 we made significant improvements to our building and services while providing real help to hundreds of local charities and community groups. In this time we

- provided a home to 43 community and voluntary groups
- listed rooms and halls for hire at 56 local community centres on *Brighton and Hove venue search*
- listed volunteer opportunities with 143 local community and voluntary groups on *Brighton and Hove volunteer search*
- provided a postal address to 18 local community groups
- hired our South Wing conference room to 93 charities and community groups.

OUR BUILDING AND ITS FACILITIES

Over the last five years we have significantly improved the environment people experience at Community Base while making our building more sustainable. This has involved

- installing new lighting and ceilings throughout our building
- improving our frontage with new doors, an improved window display and a new banner display
- creating a room for our photocopier and a small meeting room for one-to-one meetings
- improving our coffee room by getting comfier chairs
- making our conference room a throwaway free zone by providing good old-fashioned plates and cutlery and banning paper and plastic throwaway ones
- installing solar panels to help heat our water
- taking our responsibility as a community organisation to reduce our carbon footprint seriously, leading to a reduction in our electricity use between 2004 and 2008 of 15%.

LIFE AT COMMUNITY BASE

Over the last five years we have encouraged the creation of a community within Community Base to which everyone can belong. This involved

- maintaining an email group for people at Community Base to communicate with each other
- improving our website to make information for people in the building more accessible and easier to understand
- establishing monthly participant group meetings where anyone working at Community Base can raise issues of concern with Community Base staff
- running weekly yoga classes
- organising events such as pub quizzes and xmas parties for people working at Community Base
- holding open days in May 2006 and April 2008 where the public could find out about the work of groups at Community Base and people in the building could meet each other
- hosting discussions during refugee week every year since 2004 entitled *Refugees – they're welcome here!* where local refugees, professionals and activists got together to discuss issues of mutual concern

- organising a review into the way Community Base is run in 2007 that led to a number of policy improvements and clarified Community Base's core identity as a home for community and voluntary groups rather than other types of organisations
- hosting occasional working lunches where people from local community and voluntary groups have got together to discuss issues such as fundraising, unions in the voluntary sector, internet security and reducing your organisation's environmental impact with a guest speaker over a spot of free lunch
- celebrating our tenth birthday in July 2007 by making a short film *Welcome to Community Base* for our website, inviting the Mayor of Brighton and Hove to cut our birthday cake and having a party!

On 2nd August 2006 Community Base suffered a huge loss with the death of Sue Cole, our receptionist since we opened in 1997. Sue's good humour and caring approach to others was the public face of Community Base to the thousands of people who visited or worked at Community Base during the nine years she was our receptionist. On 17th August 2006, Sue's birthday, we had a gathering at Community Base to celebrate Sue's life and her contribution to Community Base and the local community. Our website has a page www.communitybase.org/sue where we have collected people's memories and thoughts about Sue.

OUR SERVICES TO THE LOCAL COMMUNITY

Over the last five years we have developed our services to the local community in response to grassroots need and hosted events promoting the work of the local community and voluntary sector. These have included

- maintaining our reception as a welcoming and accessible source of information for local people. The number of enquiries at our reception, excluding visitors to groups in the building, has risen substantially over the last five years from 1,800 in 2004 to 2,800 in 2008
- publishing our free annual poster *Guide to Community Base and other services in Brighton and Hove*. This guide has established itself as a unique, easy to use source of information about basic local community services across the city. In 2005 we increased the number of languages we translate the guide into to twelve - Arabic, Bengali, Czech, Farsi, French, Lithuanian, Mandarin, Polish, Portuguese, Russian, Slovak and Spanish. In January 2009 we doubled our guide's print run in anticipation of increased demand for the guide due to the credit crunch
- creating *Brighton and Hove volunteer search* in 2007. This innovative, free and genuinely sustainable community resource lets potential volunteers browse hundreds of regularly updated volunteer opportunities with local community and voluntary groups for 40 hours a week in our reception or 24/7 on our website. According to a survey carried out in January 2008 *Brighton and Hove volunteer search* helped 40 local community or voluntary groups recruit over 70 volunteers in its first six months
- redesigning our website to bring together our three online information services - *Brighton and Hove volunteer search*, *Brighton and Hove service search*, the expanded online version of our poster guide to local services, and *Brighton and Hove venue search*, which helps people find local venues for hire
- promoting our information services widely in the local community with posters, postcards and other media
- providing a high quality, affordable conference room in the heart of Brighton for the use of local community groups and charities. In 2008 we reduced the cost of our 100 seater conference room to charities and community groups not licencing space at Community Base from £10 an hour to £5 an hour, the rate paid by groups licencing space in our building, and have seen a significant increase in the use of the room by these groups as a result
- providing free support services to local community and voluntary groups not licencing space at Community Base including help with fundraising and a free postal address
- holding essay competitions for local school students in 2005 and 2006
- setting up and running *Green Champion 2008* (www.greenchampion2008.org), a campaign bringing together community and voluntary groups in Brighton and Hove willing to make ten practical commitments to fight climate change
- restarting publication of our newsletter *Community Base news* in 2008 in a full colour format to promote our services and the activities of groups at Community Base.

HOW COMMUNITY BASE IS RUN

Community Base adheres to the highest standards of practice in its internal organisation and relationship with others

Community Base is a registered charity (1052456) and a company limited by guarantee (3121688) with no share capital governed by a memorandum and articles of association. In 2009 the membership of Community Base was expanded from only community and voluntary groups licencing space at Community Base to include some community and voluntary groups using Community Base as a postal address or regularly hiring our conference room.

OUR TRUSTEES

Our membership elects a board of trustees/directors to run the charity and the company. Our board carries out an audit of trustees' skills once a year to ensure it has sufficient skills and experience in areas relevant to our governance. All trustees sign a code of conduct covering their activities as a trustee. There are currently eight board members

- Sylvia Alexander-Vine, the chairperson of our board of trustees, is a retired teacher and theatre company director/administrator. Sylvia is a member of the management committee of the Carers Centre, a trustee of Sussex Interpreting Services, chairperson of the West Hill Community Association, editor of The Whistler and a school governor
- Sarah Bourne is coordinator of Brighton and Hove Volunteers
- Ros Cook is assistant director of Amaze
- Bob Cristofoli, our treasurer, is a retired retailer and past mayor of Brighton. Bob is a governor of Dorothy Stringer School and Fairlight Primary School and on the management committee of U3A
- Adrian Davies advises a number of credit unions and money advice organisations including East Sussex Credit Union on strategic development and fundraising
- Paul Evans is director of the NHS Support Federation
- Jane Frost is a founding member of Assert
- Lucy Stone is regional coordinator for Rhythmix.

OUR STAFF

Community Base is run on a day-to-day basis by its three full-time staff

- Colin Chalmers is the director of Community Base and has been manager or director since 1997. The director is responsible to the board of trustees for the overall running and development of Community Base and acts as company secretary. Colin has a postgraduate qualification in social work and a background in child protection, journalism and project management and development
- Annette Moss has been Community Base's building manager since 2003. The building manager is responsible for managing the Community Base building and its facilities. Annette has widespread experience of building maintenance in the private and voluntary sector including the supervision of large refurbishment projects
- Deborah Sprackling has been Community Base's receptionist/administrator since 2006. The receptionist/administrator is responsible for managing our busy reception, maintaining our online information services and general administration. Deborah has a background in sales, market research, business administration and training with a number of companies both locally and abroad.

Locum staff are also employed to cover staff holidays and sickness and for particular tasks. The chair of the board of trustees line manages the director who line manages all other staff. All full-time staff receive regular supervision and an annual appraisal from their line manager.

In 2008 a review was carried out of job descriptions, salary levels and contracts for all posts and a policy on long service leave introduced to encourage long service by staff and the stability this brings to our organisation.

OUR POLICIES

Community Base adheres to the highest standards of practice in its internal organisation and relationship with others and has developed these policies and procedures to make our practice transparent and accountable.

- Broadband fair usage policy
- Child protection policy
- Complaints procedure
- Data protection policy
- Equal opportunities policy
- Health and safety policy
- Policy of good practice
- Policy on allocation of space
- Policy on asset management
- Policy on bullying and harassment
- Policy on cover for extended staff leave
- Policy on financial controls
- Policy on illegal drug use
- Policy on long service leave
- Policy on major contracts
- Policy on opening times
- Policy on pandemics
- Policy on partnership working
- Policy on relationship with participant groups
- Policy on sabbatical leave
- Reserves policy
- Staff disciplinary procedure
- Staff grievance procedure

All our policies can be viewed at www.communitybase.org/policies and are reviewed by the board at least once a year.

FINANCING OUR WORK

Community Base has nine main sources of income

- **Rental income** accounts for the bulk of our income. Services normally provided free to groups licencing space at Community Base include reception facilities, electricity, water, cleaning of communal areas, building insurance, external maintenance and maintenance of communal areas, maintenance of fire and intruder alarm systems, periodic electrical appliance testing, security guard patrols, maintenance of an access card system, recycling and rubbish collection, broadband internet access and the provision of facilities for cyclists. In April 2006 we increased our rent from £12 to £14 per square foot per year, in April 2008 to £16 and in April 2009 to £18 per square foot, to pay for increased running costs and capital expenditure. Our rent levels have remained consistently lower than local commercial rent levels for office accommodation
- **Room hire** - we charge community and voluntary groups £5 an hour to hire our conference room and half that rate for our smaller rooms. We charge statutory, for-profit and cross-sector organisations £30 an hour to hire our conference room
- **Parking** - we currently charge community and voluntary groups £1,560, and businesses £1,880, plus VAT per year for a parking space in our indoor car park
- **Use of our phone system** - we charge groups £120 plus VAT per year for each phone extension they use, with phone calls charged at 5% under BT standard business rate
- **Photocopying** at 3p plus VAT per copy
- **Post franking** at the same low rate that we are charged, which is cheaper than using stamps
- **Advertising** on our north wall earns us significant income. We maintain a veto over what is advertised
- **Interest** on our bank balances
- **Grants** for capital expenditure. Over the last five years we have received £235,000 in grant funding, £200,000 from the government's ChangeUp programme and £35,000 from the Single Regeneration Budget, towards the cost of installing new ceilings and lighting.

We have six main areas of expenditure

- **Electricity**
- **Premises costs** including insurance, service contracts, cleaning and recycling and general building maintenance
- **Staff costs** including our three permanent staff, locum staff and a contribution to a staff pension scheme
- **Services and administration** including costs involved in the provision of phone, photocopying and post franking services, professional and audit fees, bank charges, events, publications, website maintenance and general administration
- **Repayment of loans.** In 2006 we repaid our £1,014,000 loan from the Nationwide Building Society and borrowed £1,140,000 from Triodos Bank over 25 years, using the difference of £126,000 to meet the cost of our new lighting not met by grant funding
- **Capital expenditure** which we finance from a mixture of revenue income, loans and grants.

REAL HELP FOR REAL PEOPLE

Thousands of people from a wide range of backgrounds get help and support from community and voluntary groups at Community Base every year

Thousands of people from a wide range of backgrounds get help and support from community and voluntary groups at Community Base every year. In 2008

- 142,116 people were offered help or support by groups at Community Base
- 11,901 people came into Community Base to get the help or support they needed from these groups
- 31% of people coming into Community Base to get help or support from groups belonged to black or minority ethnic communities
- our reception had 2,843 enquiries on top of people visiting groups at Community Base, a third (945) from people interested in volunteering
- Community Base's meeting rooms were hired for 4,156 hours
- Community Base's website had 57,200 visits, the vast majority to our three online information services *Brighton and Hove volunteer search*, *Brighton and Hove service search* and *Brighton and Hove venue search*

A HOME FOR COMMUNITY AND VOLUNTARY GROUPS

Community Base was established as a home for community and voluntary groups rather than government or commercial bodies and we will ensure that we maintain this unique identity.

We do not seek to represent the views of groups in our building or expect everyone at Community Base to have a collective view on things – it is the diversity of community and voluntary groups that gives our sector its vitality and unique, grassroots character. However for any community building to be run fairly and efficiently we believe that clear policies and rules concerning the rights and obligations of groups using the building are essential. Our licence agreements and policies, including our policy on relationship with participant groups, give clear statements of these rights and responsibilities.

CREATING JOBS AND INWARD INVESTMENT IN BRIGHTON AND HOVE

The support provided to local people by groups at Community Base is also economic activity directly stimulating the local economy. In 2008

- 280 were employed by charities and community groups at Community Base for an average of 30.3 hours a week doing jobs that directly benefit those most in need
- 444 people carried out voluntary work with groups at Community Base
- groups at Community Base had a joint annual income of over £13,000,000.

Community Base also provides work for the wide range of local businesses that maintain our building and our services and carry out improvements to our building. A number of charities have their national or regional offices at Community Base and would be likely to move these offices out of Brighton if Community Base did not exist.

MONITORING OUR ACHIEVEMENTS

In order to measure the effectiveness of our work and monitor the number of people using services from groups at Community Base we ask these groups to provide us with basic annual statistics about the use of their services. We also monitor the use of our reception by individuals, the use of our meeting rooms by groups, our energy use and the number of people visiting our website information services. Our director meets with every group at Community Base once a year to discuss their work and how they are getting on at Community Base.

Our annual questionnaire which asks groups at Community Base for their views on all aspects of our work, consistently shows sees our services and facilities highly rated by the people using them (see www.communitybase.org/questionnaire). In 2008 the average ratings these groups gave us for our facilities, services and activities from 5 for very good to 1 for very poor were

- Reception facilities 4.9
- Addressing of environmental concerns 4.6
- CB poster guide to local services 4.6
- Recycling and refuse facilities 4.5
- Value for money of staying at CB 4.5
- Yoga class 4.5
- CB pub quiz 4.4
- Health and safety standards within CB 4.4
- Toilet facilities 4.4
- Fire safety 4.
- Brighton and Hove Volunteer search 4.3
- Frontage on Queens Road 4.2
- CB email group 4.1
- CB website 4.1
- CB franking machine 4.1
- CB's anti-discriminatory practice 4.1
- Efficiency in dealing with problems 4.1
- General access to building 4.1
- CB refugee week meeting 4
- Facilities for disabled people 4
- South Wing meeting rooms 4
- Facilities for cyclists 4
- Lighting 3.9
- Personal security within CB 3.9
- Profile of CB in the community 3.9
- Kitchen facilities 3.8
- Phones 3.8
- Coffee room 3.7
- General decor of CB communal areas 3.7
- Internet access 3.7
- CB photocopier 3.6
- Parking facilities 3.4
- Participant group meetings 3.2
- Heating 3.1

Asked to make general comments about the running of Community Base, these are all the comments we got

- We love it here!
- We wish that all the countries in the world will one day be governed as democratically as Community Base
- I feel that we get a very good service and good value for money. Keep it up!
- A friendly and welcoming place
- V good
- Happy new year!
- Heating and lighting have been ongoing problems - CB manager very supportive but slow processing solution.
- Very responsive. Can't believe how fast repairs/problems are sorted (once we remember to report them!!)
- Deborah and Annette are lovely, Colin too of course!
- Very impressed.

OUR PLANS FOR THE NEXT FIVE YEARS

Over the next five years we will continue to develop our services in response to grassroots need

Over the next five years we will maintain and improve the accommodation and services we offer community and voluntary groups while ensuring our financial viability.

OUR BUILDING AND ITS FACILITIES

Over the next five years we will continue to improve our building and its facilities by

- installing new windows throughout our building. Our current windows are very old and in poor condition – by replacing them we will improve heat and noise insulation, increase comfort for people in the building and improve our energy efficiency. We have sought grant funding from Capacitybuilders for this work, with the backing of 18 letters from community and voluntary groups at Community Base who have identified new windows as an important improvement to their working environment. If our bid is successful we hope to have installed new windows throughout Community Base by 2011
- implementing a green action plan that will improve our insulation and energy efficiency and reduce the carbon footprint of our building and our activities
- ensuring that our building's communal areas are kept in good shape with periodic refurbishment
- installing new flooring for our balconies
- ensuring that our core services are delivered to a high standard, and that any problems are dealt with speedily and efficiently
- adopting new technologies to deliver our core services when this makes sense in terms of reliability, ease of use and cost.

LIFE AT COMMUNITY BASE

Over the next five years we will continue to encourage the growth of a community within Community Base to which everyone can belong. This will include

- maintaining a welcoming, informative and professionally run reception at the heart of our building
- encouraging communication and mutual help between groups through our email group, participant group meetings and informal contacts
- maintaining facilities such as our coffee room and weekly yoga class that give people working in our building somewhere to relax
- continuing to organise social events such as pub quizzes and xmas parties to bring people in the building together
- ensuring Community Base continues to be a multicultural community building offering a home to a wide range of charities and community groups working with a wide range of communities locally, nationally and internationally.

OUR SERVICES TO THE LOCAL COMMUNITY

Over the next five years we will continue to develop our services to the local community and local community and voluntary groups in response to grassroots need and host events promoting the work of the local community and voluntary sector. This will include

- maintaining our reception as a welcoming source of advice and information to the public, especially those most in need
- working with others to ensure the increased distribution of our annual *Guide to Community Base* and other services in Brighton and Hove especially to those who find accessing community services most difficult
- embedding our three online information services *Brighton and Hove volunteer search*, *Brighton and Hove service search* and *Brighton and Hove venue search* in the life of the local community as reliable, free and easy-to-use community information services
- attending events where we can raise the profile of Community Base and our services
- helping other groups establish their own community buildings
- publishing our bi-annual newsletter *Community Base news* to inform people about our services and the achievements of groups at Community Base
- continuing to host events such as our working lunches, annual refugee week meetings and open days
- improving our online and reception-based services in response to feedback from service users and the possibilities offered by new technologies.

RISKS TO OUR DEVELOPMENT

At least once a year our board of trustees assesses the risks to our development over the next five years. These risks include

- **A significant fall in occupancy.** If a large group or a number of small groups were to move out and other groups did not want to occupy the space left vacant our cashflow would be seriously affected. This could happen as a result of a reduction in funding for the voluntary sector due to the economic downturn, a significant reduction in local property prices, a fall in the quality of our accommodation or an increase in the local supply of high quality accommodation to community and voluntary organisations. We have minimised this risk by
 - ensuring that the accommodation we offer is of a high standard and good value and meets the specific needs of community and voluntary groups
 - ensuring that we hold adequate reserves to maintain and improve our building and cope with a temporary reduction in rental income
 - promoting Community Base widely and maintaining contact with groups that have expressed an interest in moving into Community Base
 - work with the owners of other local community buildings established with the help of public funds with the aim of ensuring that new resources compliment rather than compete with existing provision.
- **A licensee failing to pay money owed to us.** If a group licencing space at Community Base ceased trading while owing us money this could result in a serious loss of income. We keep one month's deposit from each licensee and expect groups to pay quarterly invoices within 14 days to minimise the loss from such an eventuality
- **A major unexpected building cost.** We have insurance that minimises our exposure to such a risk and our budget for 2009-14 allows for cyclical repair works and refurbishment to keep our building in a good condition. If unexpected major building works become necessary we would expect to pay for it out of our accumulated reserves. If this were not possible we would need to fundraise or increase our charges
- **Fire.** A fire could have a devastating effect on our building. We prioritise fire safety in order to minimise this risk, working closely with groups to continually ensure a high level of awareness of the risk and providing periodic free fire safety training to participant groups
- **Reduction in income from advertising.** Our income from advertising is dependent on market conditions within the advertising industry and Brighton and Hove City Council continuing to allow our north wall to be used for advertising. In 2006 we negotiated a contract with a new advertising company for a set amount per year rather than an amount dependant on the amount of advertising sold and we do not expect Brighton and Hove City Council to deny us this income by withdrawing planning permission for our advertising. If we no longer received income from advertising rent would be increased by £1 per square foot per year.
- **Withdrawal of discretionary rate relief.** Brighton and Hove City Council has shown its support for Community Base by giving us 100% discretionary rate relief since 1998. We would be surprised if this rate relief were withdrawn but if it were rent would be increased by £1 per square foot per year
- **Unforeseen staff changes.** We have minimised the possible adverse impact of staff changes by creating systems and documentation, including a staff manual, aimed at easing the induction and training of new staff
- **An increase in interest rates or inflation.** The current economic situation makes it difficult to predict how interest rates and inflation will move over the next five years. We will manage our finances in a way that allows us to absorb small changes in interest rates or inflation and will consider seeking grant funding, reducing the pace of our capital expenditure or increasing our charges to meet major increases in our costs if we need to
- **Loss of banked assets.** We have assessed our risk appetite with regard to our investments as low and keep banked assets in deposit accounts. We have spread our assets across two banks to minimise the effect of a failure of a particular bank
- **An avian flu or other type of pandemic.** We have put in place a policy for mitigating the effects of an avian flu or other type of pandemic and have ensured that a proportion of rental income is paid by standing order rather than requiring invoicing
- **A significant increase in energy costs.** We will continue to take steps to reduce our energy use and generate a growing proportion of the energy we do use from onsite renewable energy sources.

OUR BUDGET FOR APRIL 2009 TO MARCH 2014

	2009/10	2010/11	2011/12	2012/13	2013/14
REVENUE INCOME					
Rent	350894	389883	389883	389883	389883
Room hire	16000	16000	16000	16000	16000
Parking	24040	24160	25360	26560	27140
Phone extensions	20400	19800	19200	18600	18000
Phone calls	36000	34000	32000	30000	28000
Photocopying	9000	9000	9000	9000	9000
Postage	36000	36000	36000	36000	36000
Advertising	18500	18500	18500	18500	18500
Interest	4000	4000	4000	4000	4000
Total revenue income	514834	551343	549943	548543	546523
REVENUE EXPENDITURE					
Electricity	26000	28000	30000	32000	34000
Insurance	5200	5300	5400	5500	5600
Service contracts	24000	25000	26000	27000	28000
Cleaning and recycling	30000	30500	31000	31500	32000
Building maintenance	24000	24500	25000	25500	26000
Salaries, NI and pensions	145325	148110	150949	153454	156403
Phone costs	34000	32000	30000	28000	26000
Photocopying costs	3000	3000	3000	3000	3000
Postage costs	37000	37000	37000	37000	37000
Professional and audit fees	5000	5100	5200	5300	5400
Bank charges	40	40	40	40	40
Services and administration	18000	19000	20000	21000	22000
Loan repayment	89568	89568	89568	89568	89568
Non-reclaimed VAT	16000	16000	16000	16000	16000
Total revenue expenditure	457133	463118	469157	474862	481011
Revenue surplus	57701	88225	80786	73681	65512
CAPITAL EXPENDITURE					
Improvements to property	52000	75000	34000	34000	15000
Fixtures and fittings	2000	4000	4000		
Electronic equipment	2000			7000	
Non-reclaimed VAT	3841	9677	4655	5022	1837
Total capital expenditure	59841	88677	42655	46022	16837
Revenue and capital surplus (deficit)	(2140)	(452)	38131	27659	48675
Deposit increase	3315	3315			
Bank balance brought forward	78257	79432	82295	120426	148085
Bank balance carried forward	79432	82295	120426	148085	196760
As % of revenue expenditure	17%	18%	26%	31%	41%

Our budget for 2009 to 2014 shows how we intend to finance our services over the next five years while ensuring our long-term financial viability. It is based on reasonable assumptions about our future running costs, an estimate of capital expenditure required to maintain our property and services in good condition for the next 25 years and the charges we will need to make to meet them. Our board of trustees updates this budget every year in light of developments.

We make these assumptions about our income over the next five years

- We assume we will charge rent at £18 per square foot in 2009/10 and £20 per square feet in 2010/14 with 2% voids of 19,892 square feet
- We assume we will increase the cost of each of our parking spaces by £80 a year
- We assume we will charge for 170 phone extensions in 2009/10 with this number reducing by five extensions a year
- We assume no change in our charges for, and income from, room hire, photocopying, postage, advertising or interest
- We assume we will receive no grant income, adjusting our budget accordingly if we do.

We make these assumptions about our expenditure over the next five years

- We assume Brighton and Hove City Council will continue to show its support for Community Base by continuing to give us 100% discretionary rate relief
- We assume our electricity costs will rise significantly over the next five years but that the steps we will take to reduce our electricity use will partly mitigate this increase
- We assume gradual increases in the cost of service contracts, cleaning and recycling, building maintenance, staff costs, professional and audit fees and services and administration
- We assume no change in the interest rate of our loan from Triodos Bank, which is fixed until 2011
- We assume we will make capital expenditure to ensure the maintenance and improvement of our building and its facilities including the installation of new windows and steps to reduce our energy use
- We assume we will continue to be able to reclaim about 30% of the VAT we pay.

MAINTAINING OUR RESERVES

This budget allows for the building and maintenance of reserves in order to finance

- an unexpected, temporary decrease in rental income
- an unexpected increase in running costs
- capital expenditure to ensure the maintenance of our building and facilities.

ACTUAL AND PROJECTED INCOME AND EXPENDITURE

	1999-2004 ACTUAL	%	2004-09 ACTUAL	%	2009-14 BUDGET	%
REVENUE INCOME						
Rent and room hire	959,249	68%	1,524,037	72%	1,990,426	73%
Services	393,436	28%	472,272	23%	608,260	22%
Advertising	40,000	3%	81,375	4%	92,500	4%
Interest	14,460	1%	27,124	1%	20,000	1%
Total	1,407,145		2,104,808		2,711,186	
REVENUE EXPENDITURE						
Electricity	113,213	8%	125,383	6%	161,200	7%
Premises	260,310	19%	422,442	21%	469,800	20%
Staff	328,113	25%	616,385	30%	754,241	32%
Services and administration	432,618	32%	482,118	23%	512,200	22%
Loan repayment	208,785	16%	419,215	20%	447,840	19%
Total	1,343,039		2,065,543		2,345,281	
REVENUE SURPLUS	<u>64,106</u>		<u>39,265</u>		<u>365,905</u>	
CAPITAL EXPENDITURE	752,145		492,543		254,032	
CAPITAL GRANTS	280,365		235,000		0	
NET SURPLUS (DEFICIT)	<u>(407,674)</u>		<u>(218,278)</u>		<u>111,873</u>	

Loan repayment includes capital repayment and interest

BALANCE SHEET AT 31ST MARCH 2009

CURRENT ASSETS

CAF Bank current account	1,000	
CAF Bank gold account	16,988	
Triodos Bank	60,169	
Petty cash	100	
Prepayments	22,000	
Total current assets		100,257

CURRENT LIABILITIES

Deposits held	26,453	
VAT liability	1,855	
Total current liabilities		28,308
Net current assets		71,949

FIXED ASSETS

Freehold land and buildings	460,172	
Improvements to property	870,399	
Fixtures and fittings	3,220	
Electronic equipment	11,296	
Total fixed assets		1,345,087

LONG TERM LIABILITIES

Triodos loan		1,073,246
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Total net assets **343,790**

FUNDS

Restricted Funds	266,064	
Unrestricted Funds	77,726	
Total funds		<u>343,790</u>

This balance sheet does not form part of our audited accounts for 2008/09

OUR MONITORING FIGURES FOR 2004 TO 2008

	2004	2005	2006	2007	2008
PARTICIPANT GROUPS (1)					
People offered help or support by groups	77,250	82,292	137,973	156,797	142,116
of these, monitored for ethnicity	86%	85%	89%	91%	93%
of these, not white (2)	47%	43%	47%	54%	41%
People offered help or support by groups for three months or more	32,660	35,196	33,428	26,637	33,699
of these, monitored for ethnicity	82%	82%	68%	97%	99%
of these, not white (2)	36%	31%	43%	67%	58%
People coming into Community Base to get help or support from groups	9,601	12,112	9,562	9,724	11,901
of these, monitored for ethnicity	95%	97%	96%	97%	98%
of these, not white (2)	52%	54%	45%	54%	31%
People doing voluntary work with groups	545	1,274	525	404	444
of these, not white (all monitored) (2)	32%	17%	26%	27%	29%
People doing paid work with groups	220	256	249	210	280
of these, not white (all monitored) (2)	14%	10%	9%	10%	11%
average hours worked per week by paid workers	27.2	21.0	26.5	29.2	30.3
Income (3)	£10,343,165	£8,641,305	£10,011,498	£9,787,461	£13,284,041
of this, B&H City Council grants	£477,576 (5%)	£506,658 (6%)	£700,804 (7%)	£489,373 (5%)	£271,378 (2%)
of this, B&H City Council contracts	£483,238 (5%)	£1,132,690 (13%)	£1,601,839 (16%)	£1,272,369 (13%)	£1,048,245 (8%)
RECEPTION ENQUIRIES (4)					
Volunteering	1,842 32% (667)	1,675 25% (524)	1,605 28% (476)	2,647 27% (780)	2,843 33% (945)
Legal issues / welfare rights					35%
Health / emotional support					9%
Other issues					33%
Support groups	24%	26%	13%	12%	
Housing	6%	9%	8%	13%	
Drugs, alcohol, health	4%	4%	2%	2%	
General information	34%	36%	49%	46%	
Female	52%	50%	51%	50%	51%
Male	48%	50%	49%	50%	49%
Under 16	1%	2%	1%	1%	1%
16 to 24	16%	19%	21%	19%	21%
25 to 39	57%	53%	50%	47%	46%
40 to 59	23%	22%	21%	28%	25%
60 and over	3%	4%	7%	5%	7%
Not white (2)	14%	11%	23%	24%	27%
ROOM HIRE					
Total hours hired by internal groups	3,371	2,766	3,121	2,808	3,264
Conference room	1,409	1,160	1,048	1,136	1,445
Small meeting rooms	1,962	1,606	2,073	1,672	1,819
Total hours hired by external groups	651	582	972	815	892
Conference room	480	393	657	501	601
Small meeting rooms	171	189	315	314	291
External groups hiring meeting rooms	47	35	49	40	42
WEBSITE (5)					
Total sessions					57,200
Venue search hits				23,577	28,045
Volunteer search hits				11,206 (6)	36,189
Service search hits				544 (6)	1,382
ENERGY USE (7)					
	488 (130%)	494 (131%)	448 (119%)	421 (112%)	416 (111%)

Notes

- (1) People offered help or support by community and voluntary groups licencing space at Community Base; people offered help or support by more than one group are counted once for each group offering help or support; excludes groups leaving during the year
- (2) In 2004-05 not white British
- (3) For financial year ending in calendar year
- (4) Face-to-face enquiries from people visiting Community Base reception; excludes visitors to groups. In 2004-07 main reason for enquiry only recorded (total=100%); in 2008 all reasons for enquiries recorded (total=>100%)
- (5) Hits on search site main page only are counted
- (6) July to December 2007 only
- (7) Mains electricity consumption (no gas consumed) in 1,000 kilowatt hours with consumption in 2000 (376) as baseline for percentage comparison

GROUPS LICENCING SPACE AT COMMUNITY BASE IN MARCH 2009

AMAZE offers support and information to parents and carers of children with special needs (*since 1997, 1000 square feet*)

ASSERT supports adults with Asperger syndrome or high functioning autism and their carers living in Brighton and Hove (*since 2005, 250 square feet*)

AUDIOACTIVE provides training in the production of contemporary popular music for children and young people (*since 2008, 190 square feet*)

BHT ADVICE CENTRE provides advice, information and legal representation on housing and accommodation (*since 1997, 4640 square feet*)

BRIGHTON AND HOVE BLACK HISTORY challenges racism and prejudice by raising awareness of the multicultural history of Britain, particularly Brighton, Hove and Sussex (*since 2004, 150 square feet*)

BRIGHTON AND HOVE COMMUNITY AND VOLUNTARY SECTOR FORUM provides a forum for local community and voluntary sector groups to get together, speak to each other and ensure that public bodies hear their views (*since 1999, 520 square feet*)

BRIGHTON AND HOVE CROSSROADS runs a care attendant scheme that gives carers a break from caring (*since 1997, 588 square feet*)

BRIGHTON AND HOVE VOLUNTEERS promotes volunteering for 16 to 25 year olds in the local community (*since 2005, 280 square feet*)

CARERS CENTRE FOR BRIGHTON AND HOVE provides information, support and advocacy for carers in Brighton and Hove (*since 1997, 1650 square feet*)

CAROUSEL provides opportunities for people with learning disabilities to be involved in creative arts activities (*since 1997, 671 square feet*)

CARR-GOMM provides supported accommodation for single people over 18 (*since 1998, 1600 square feet*)

CRUSE BEREAVEMENT CARE offers help to all bereaved people by providing advice, information, counselling and an opportunity for social contact (*since 2000, 270 square feet*)

EAST SUSSEX CREDIT UNION provides secure savings accounts and low cost flexible loans when most needed (*since 2008, 950 square feet*)

FRIENDS, FAMILIES AND TRAVELLERS offers advice and information to all members of the Traveller community throughout the country, both traditional and new, housed or on the road (*since 1999, 670 square feet*)

GENDER TRUST provides information and support to people who consider themselves transsexual, gender dysphoric or transgenderist, their partners, families and professionals (*since 1997, 200 square feet*)

IMMIGRATION LEGAL SERVICE provides legal advice and assistance on all immigration and asylum issues (*since 2001, 1465 square feet*)

MEDITERRANEAN RESOURCES NETWORK provides information and support to not-for-profit and community groups from, or with an interest in, the Mediterranean region (*since 2007, 225 square feet*)

MENCAP EDUCATION AND EMPLOYMENT supports people with learning disabilities to get a job (*since 2007, 213 square feet*)

MENCAP PERSONAL SUPPORT AND HOUSING supports people with learning disabilities living in the community (*since 1998, 320 square feet*)

MOSAIC BLACK AND MIXED PARENTAGE FAMILY GROUP is a community support group for black and mixed parentage families and individuals (*since 1997, 742 square feet*)

NHS SUPPORT FEDERATION is an independent organisation that works to protect and promote a comprehensive national health service (*since 2003, 325 square feet*)

NOVAS SCARMAN distributes small grants and provides ongoing support to active citizens and community groups (*since 2000, 500 square feet*)

RYICO supports vulnerable young people in Rwanda and raises awareness locally of Rwanda and its culture (*since 2006, 125 square feet*)

SCIP explores ways in which new information and communications technology can benefit local community development (*since 1997, 563 square feet*)

SUSSEX INTERPRETING SERVICES provides trained community interpreters free of charge in order to increase access to local public services to non-English speakers from black and ethnic minority communities (*since 1997, 732 square feet*)

TB ALERT raises awareness of Tuberculosis in the UK, Africa and Asia and funds projects which increase access to treatment for all (*since 2006, 667 square feet*)

WORKING TOGETHER PROJECT develops training in the local community and voluntary sectors (*since 2001, 330 square feet*)

COMMUNITY AND VOLUNTARY GROUPS USING COMMUNITY BASE SERVICES BETWEEN APRIL 2004 AND MARCH 2009

COMMUNITY VENUES LISTED ON BRIGHTON AND HOVE VENUE SEARCH

- 67 Centre
- All Saints Church
- Barnard Centre
- Bridge Community Education Centre
- Brighthelm Church and Community Centre
- Brighton Unemployed Centre
- Brighton Unitarian Church
- Brighton Women's Centre
- Brighton Youth Centre
- Carden Park Community Centre
- Church of the Good Shepherd
- Church of The Holy Nativity
- City Gate Centre
- Cornerstone Community Centre
- Cowley Club
- Dorset Gardens Methodist Church
- Fabrica
- Freshstart
- Friends Centre
- Friends Meeting House
- Hangleton Community Centre
- Hanover Community Centre
- Hollingdean Community Centre
- Hove Methodist Church
- Hove YMCA
- Kemp Town Crypt Community Centre and Cafe
- Knoll Pavilion
- Knoyle Hall
- Meadowview Community Centre
- Moulsecoomb Community Leisure Centre
- Parish Centre
- Patcham Community Centre
- Phoenix Arts Association
- Phoenix Community Centre
- Providence Studio
- Ralli Hall
- Relate Centre
- Rottingdean Whiteway Centre
- Safety Net
- St Barnabas Hall
- St John the Evangelist
- St John's Centre
- St Luke's Church and Community Hall
- St Mary Magdalene's Community Centre
- St Mary's Church
- St Mary's Church Hall
- St Michaels Community Centre
- St Peter's Church
- St Richards Church and Community Centre
- St Richard's Church Hall
- Valley Social Centre
- West Hill Hall
- Whitehawk Inn Training Centre
- Woodingdean Community Centre
- Woodingdean Methodist Church Hall
- Young People's Centre

GROUPS LISTING VOLUNTEER OPPORTUNITIES ON BRIGHTON AND HOVE VOLUNTEER SEARCH

- 15th Brighton Scout Group
- 20/20 Café Care Co-ops Catering
- Abbeyfield Brighton and Hove Society
- ABC Fund
- Active Lightworks
- Adventure Unlimited
- Age Concern Brighton Hove and Portslade
- Allsorts Youth Project
- Alzheimer's Society
- Amaze
- Amnesty International (Brighton and Hove Group)
- Anchor Trust - Sycamore Court
- Assert
- BHT Advice Centre
- Books for Amnesty
- Breast Cancer Support Group
- Brighthelm Pre-school
- Brighton and Hove Black History
- Brighton and Hove Child Contact Centre
- Brighton and Hove Cruse Bereavement Care
- Brighton and Hove Federation of Disabled People
- Brighton and Hove Independent Mediation Service
- Brighton and Hove LGBT Switchboard
- Brighton and Hove Organic Gardening Group
- Brighton and Hove Speak Out
- Brighton and Hove Unwaged Advice and Rights Centre
- Brighton and Hove Volunteers
- Brighton and Hove Wood Recycling Project
- Brighton Carnival
- Brighton Conservation Volunteers
- Brighton Cougars Basketball Club
- Brighton Dance Network
- Brighton Fringe Arts Production
- Brighton Salvation Army
- Brighton Solar Project / Brighton Sunny Day
- Brighton Soup Run
- Brighton Toy and Model Museum
- Brighton Tubas Solidarity Group
- Brighton Unemployed Centre Families Project
- Brighton Voices In Exile
- Brighton Women's Centre
- Brighton Youth Centre
- British Red Cross
- Brunswick Older People's Project
- Buyemba Suubira Uganda Foundation
- Canine Partners
- Care Co-ops Life Opportunities Team
- Carers Centre
- Carousel
- Caudwell Children
- Chichester Diocesan Association for Family Support Work
- City Reads
- City Synergy
- Clocktower Sanctuary Day Centre
- Concordia International Volunteers
- Contact the Elderly
- Cowley Club
- CSV Community Catalyst
- CSV Media Clubhouse
- DeafBlind UK
- Earthy Women and Kids
- East Sussex Association for the Blind
- East Sussex Credit Union
- East Sussex Cruse Bereavement Care
- Experience in Mind
- Extratime After School Clubs
- Fabrica
- Fork and Dig It
- Friends Families and Travellers
- Friends of Hove Stroke Club
- Fun in Action for Children
- Gender Trust
- Girlguiding UK (Hove)
- Girlguiding UK (Preston Park)
- Gladrags Community Costume Resource
- Global Xchange
- GOAL Group
- Grace Eyre Foundation
- Home-Start South Downs
- Hove and Adur Sea Cadets
- Hove YMCA
- JAVA Community Café
- Kaleidoscope
- Kenya Aid Foundation
- Lifelines / RSVP
- Life's for Living
- Little Green Pig Writing Project
- Lorica St Patricks
- Lunch Positive
- Macmillan Cancer Support
- Marlborough Theatre and Bar
- Men Have Eating Disorders Too!
- Migrant English Project
- Mind in Brighton and Hove
- Moor Arts
- Moulsecoomb Forest Garden and Wildlife Project
- NHS Support Federation
- OXFAM
- Oxfam 2009
- Pathways to Health
- Peer2Peer
- Portage and Early Support Service (Brighton and Hove)
- Pride
- Prince's Trust
- Project Malawi
- Queenspark Books
- Relate
- Rethink Community Support & Advocacy Services
- Rockinghorse
- Rwandan Youth Information Community Organisation (rYico)
- Save the Children
- SchNEWS
- Shining Moving Talents
- Sierra Leone Brighton Association
- Simpol
- Single Parent Information Network (SPIN)
- Smash Edo
- South East Dance
- Special Branch Tree Nursery
- Spider's Web IT
- Spiral Sussex
- St Anne's Day Centre
- St Dunstons
- St John Ambulance Homeless Service
- Street Angels UK (Brazilian Project)
- Survivors' Network
- Sussex Beacon
- Sussex Family Mediation Service
- Target Tuberculosis
- TB Alert
- Terrence Higgins Trust South
- Transition City Brighton and Hove
- Triumph Over Phobia
- TYPE (The Young Parents Project)
- Victim Support Brighton
- Volunteer Reading Help
- Whitehawk Community Food Project
- Working Together Project
- Working50plus
- WRVS
- Young People's Centre
- Young People's Voice @ Allsorts Youth Project

GROUPS HIRING OUR CONFERENCE ROOM

- Active Lightworks
- Arco Iris
- Art of Living / IHAV
- Brighton and Hove Amnesty International
- Brighton and Hove Green Party
- Brighton and Hove National Childbirth Trust (NCT)
- Brighton and Hove Palestine Solidarity Campaign
- Brighton and Hove Speak Out
- Brighton Carnival
- Brighton LGBT Christians
- Brighton Shambala Mediation Group
- Brighton Sling Babies
- Brighton Solfed
- Brighton Wargames Club
- Brighton's Free Burma Campaign
- Business Action on Homelessness
- Campaign Against Criminalising Communities
- Carr Gomm Learning and Development
- Chichester Diocesan Housing Association (CDHA)
- Children's Society
- Community Dialogue for Change
- Community Service Volunteers
- Crawley Ethnic Minority Partnership
- Cross-Cultural Solutions UK
- Crossroads Association (Rugby)
- Diamond Way Buddhism
- Earshot Ltd
- Elizabeth Finn Care
- Epilepsy Action
- First Person Plural
- Global Xchange
- GOAL Group
- Green Party MEP Trust
- Group Analysis South East
- Hands off Venezuela
- Hove YMCA Housing Services
- Hullabaloo Community Quire
- Impact Initiatives
- Link Centre for Deafened People
- Lorica St Patrick's
- Macmillan Cancer Support
- MCC Supervising Pastors Training
- Mencap Training Department
- Men Get Eating Disorders Too
- Mind (London)
- Mind in Brighton and Hove
- Movement for Justice
- My Brighton and Hove
- Narcotics Anonymous
- National Council for Voluntary Organisations (NCVO)
- Neighbourhood Care Scheme
- New Writing South
- NIACE (National Institute for Adult Continuing Education)
- No Borders (Brighton)
- No Sweat
- North Laine Parents Network (North Laine Community Association)
- Omega Institute
- Oromo Community
- Pathfinder
- Person Centred Community
- Pier Films
- Priority Estates Project
- Queenspark Books (Letter in the Attic Project)
- Refugee Radio Action Force Steering Committee
- Regard
- Research Base
- Rhythmx
- Save the Children Wales Programme
- Schools Out
- SGI UK (Brighton & Hove)
- Shaw Trust
- Sierra Leone Brighton Association
- Socialist Workers Party
- South Downs Learning Centre
- South East Region Woodcraft Folk
- St John Ambulance Homeless Service
- Stop Tesco
- Stopover Residential
- Substance
- Sussex African Communities Project
- Sussex Counselling
- Sweet Peas Parent and Toddler Group
- Synergy
- Thames Reach - Westminster Support Team
- Transition Brighton and Hove
- Trapeze (Popular Education Collective)
- Trust for the Study of Adolescence
- Two Piers Housing Co-operative
- Use8
- V
- Victim Support
- Whitehawk Parents Community Project
- Yearning 4 Learning

GROUPS GETTING HELP WITH FUNDRAISING

- Amaze
- BHT Advice Centre
- Choices / Postnatal group for teenage parents
- CVSF Brighton and Hove
- East Sussex Credit Union
- Mencap Education and Employment
- NHS Foundation
- Refugee Youth Project
- St Annes Day Centre

GROUPS USING COMMUNITY BASE AS A POSTAL ADDRESS

- Advance Advocacy
- Another London Road
- Breeding Ground
- Brighton Activist Network
- Brighton and Hove Muslim Women's Group
- Clare Project
- Green Dragon
- Lunch Positive
- Moulsecoomb Forest Garden and Wildlife Project
- River Ocean (RORE)
- SchNEWS
- Seedy Sunday
- Simon Jones Memorial Campaign
- Sussex Travellers Action Group (STAG)

GROUPS LEAVING COMMUNITY BASE BETWEEN APRIL 2004 AND MARCH 2009

- Money Advice and Community Support (2004)
- Richmond Fellowship (2004)
- Shaftesbury Society (2004)
- The Big Issue (2004)
- Carnival Collective (2005)
- Middle East Community Project (2005)
- Fiankoma Project (2006)
- Food Matters (2006)
- Workers' Educational Association (2006)
- Brighton Body Positive (2007)
- Elephant Group (2007)
- River Ocean (2007)
- St John Ambulance (2007)
- Chinese Educational Development Project (2008)
- Victim Support (2008)
- Advance Advocacy (2009)

